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# Work Experience

Work Experience Dates - Monday 29th June - Friday 10th July 2026



All students have now been given their logins for the Changing Education App. As a reminder everything is being processed electronically this year. Once the placement has been confirmed employers will receive paperwork sent automatically from the database.

Parental consent will also be sent so please make sure to accept the placement so your child is able to attend.

To add the placement to the database students will need the following information from the employer:

- **Company Name**
- **Company Address**
- **Company phone number**
- **Contact Name**
- **Contact email address**

*\*If your child is having trouble accessing the database please email placement information to [rwharton@stgcc.co.uk](mailto:rwharton@stgcc.co.uk) and this can be added for them.*

# Finding a placement...

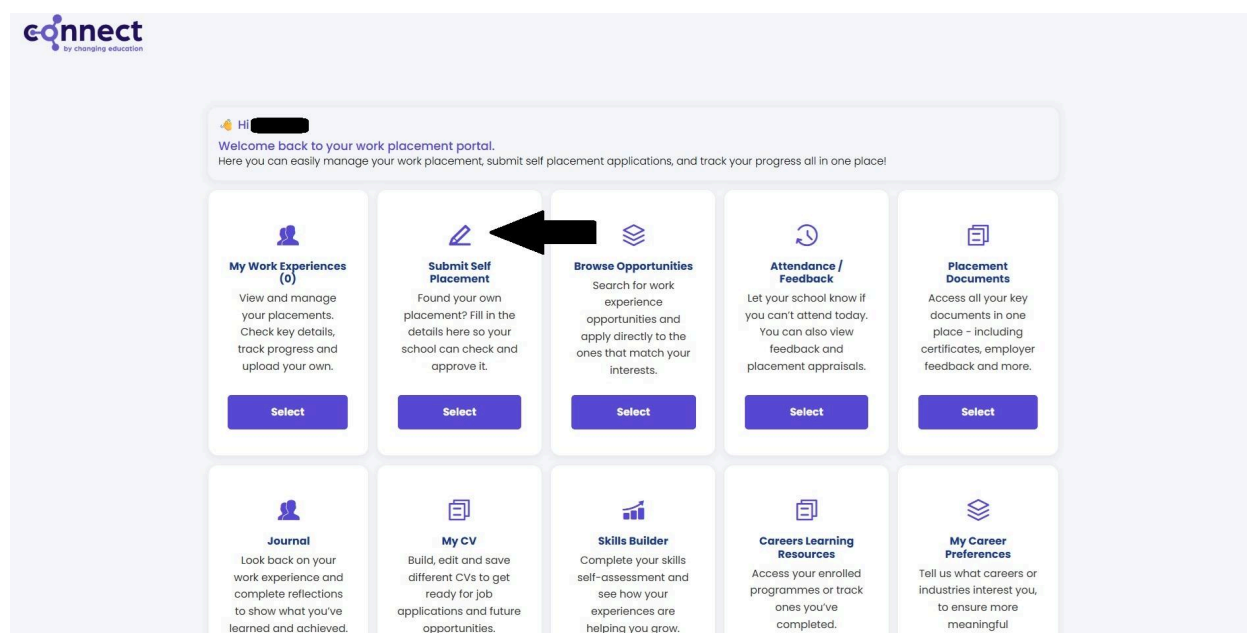
Half term will be a great opportunity for students to approach companies regarding their work experience placement. Employers that have taken previously have typically been schools, care homes, nurseries, hairdressers, barbers, garden centres, shops, cafes, charity shops, animal shelters, stables, garages, and various other office based companies.

It is always better to go into the premises and speak to someone instead of emailing as sometimes this can not be picked up.

Ideally we would like all placements to be submitted by the December half term.

## How to add Placement

Students will be able to access the portal from their school email account. Once logged in please click 'submit self placement' then follow prompts to add placement to the database. This should only be done once they have all of the placement information needed.



If students have two placements (one for each week) add them separately and input the dates for each placement.

Students will **not** need a letter from the school, however, if they would like to hand this slip to any potential employers to show them the information needed please feel free to print off the page below.

Name –

School –

I would like to request a work experience placement with you during the dates of:

**Monday 29<sup>th</sup> June – Friday 10<sup>th</sup> July 2026.**

I will need the following information which I will upload on our school work experience database. Once I have this information, risk assessments and other paperwork will be sent to you automatically from the database.

- Company Name
- Company Contact Name
- Company Contact Email
- Company Telephone Number

Thank you

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Name –

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Thank you